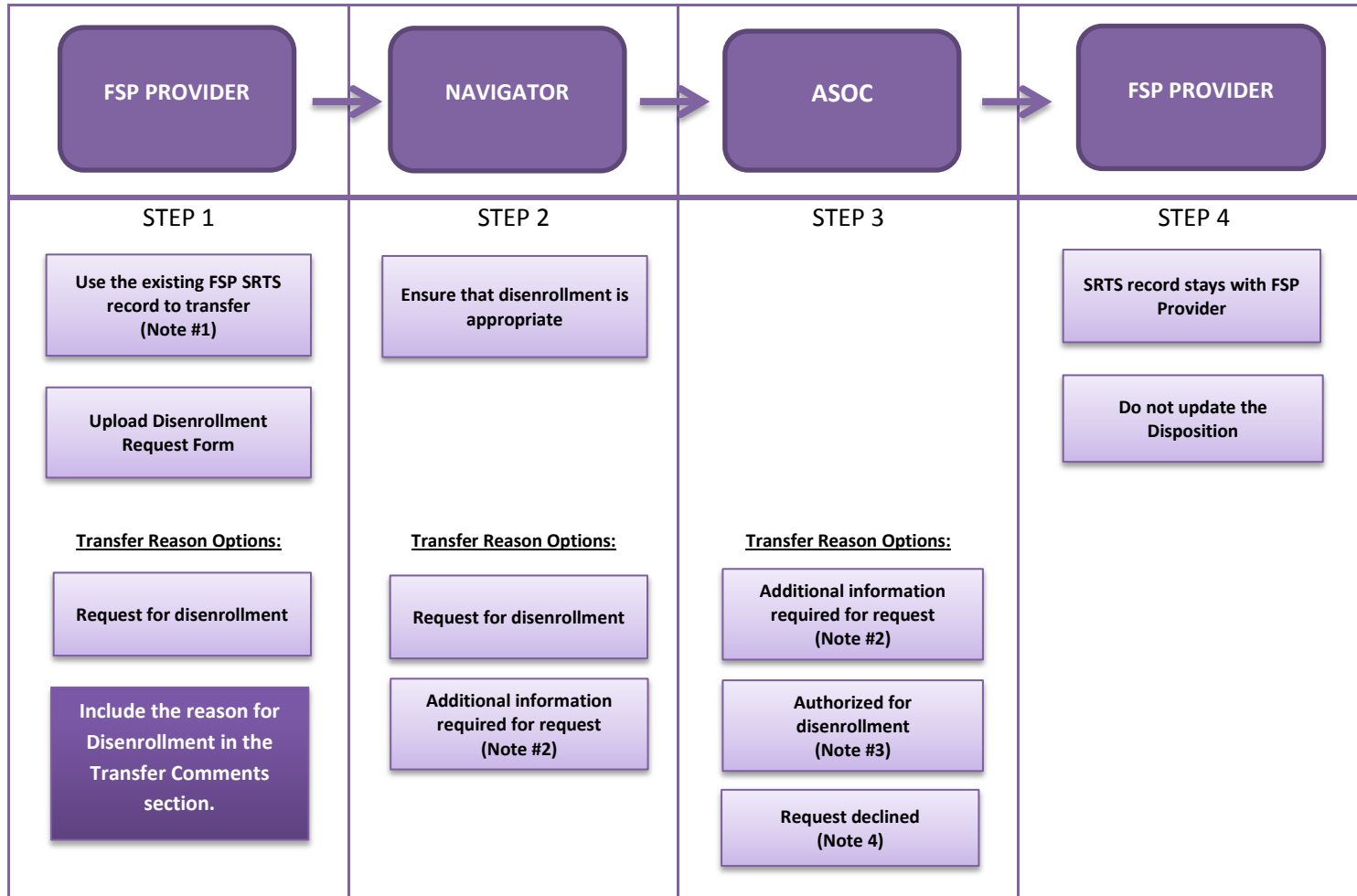


**COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH
SERVICE REQUEST TRACKING SYSTEM (SRTS)**

**ADULT SYSTEM OF CARE (ASOC) FULL SERVICE PARTNERSHIP (FSP) SRTS WORKFLOW
DISENROLLMENT**



Note #1: Only enter Disenrollment records in the SRTS if the client was authorized in the SRTS. If authorized on paper, continue Disenrollment on paper.

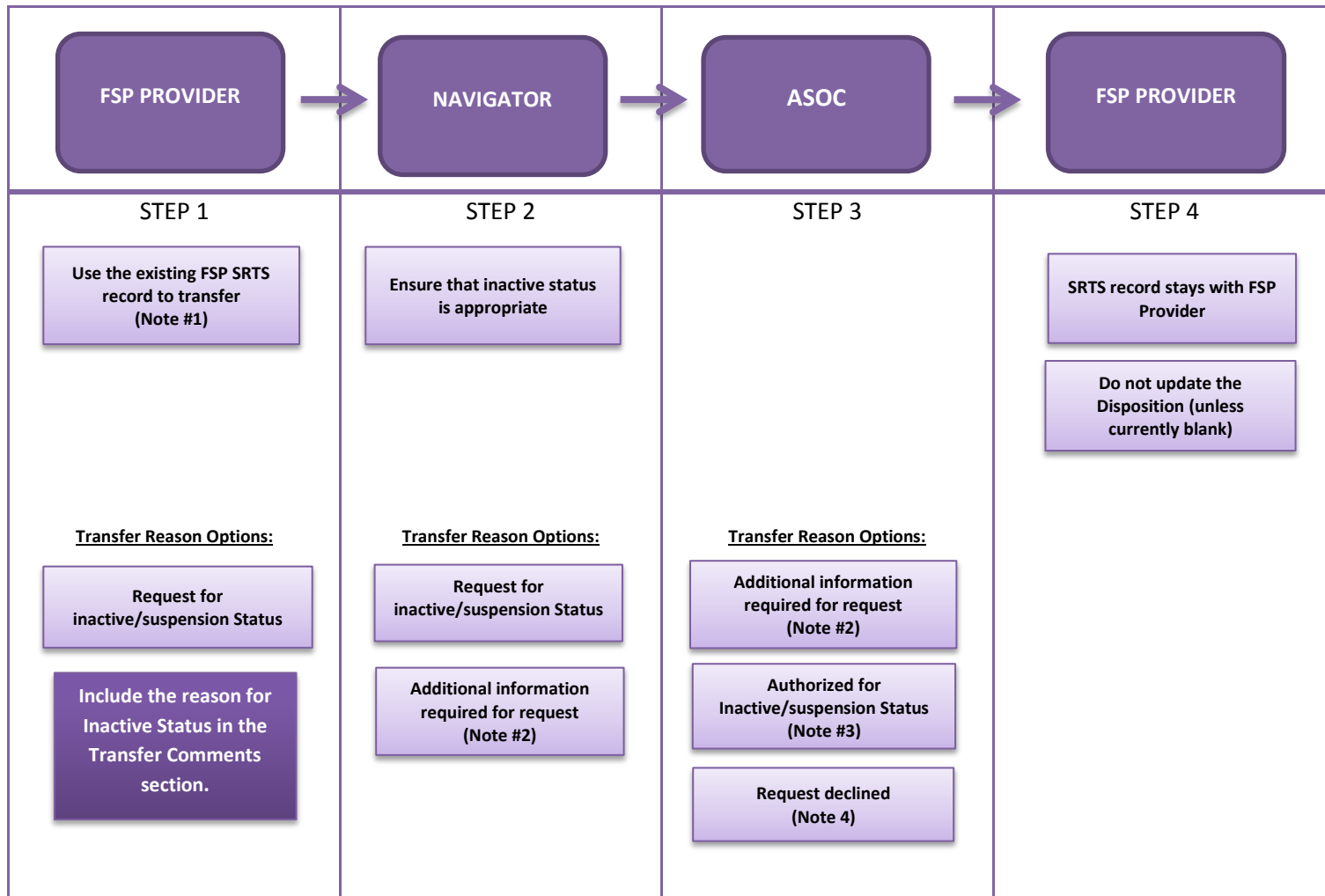
Note #2: If the Navigator or ASOC needs additional information to determine approval for the request, they will transfer the record back to the FSP provider or Navigator with the transfer reason of “Additional information required for request.”

Note #3: ASOC will forward SRTS confirmation email to the Navigator to confirm that the disenrollment has been authorized.

Note #4: If a request for disenrollment is declined, ASOC will transfer the record back to the Navigator with the transfer reason “Request declined.” The Navigator will discuss linkage with FSP provider.

**COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH
SERVICE REQUEST TRACKING SYSTEM (SRTS)**

**ADULT SYSTEM OF CARE (ASOC) FULL SERVICE PARTNERSHIP (FSP) SRTS WORKFLOW
INACTIVE STATUS**



Note #1: Only enter Inactive records in the SRTS if the client was authorized in the SRTS. If authorized on paper, continue Inactive Status on paper.

Note #2: If the Navigator or ASOC needs additional information to determine approval for the request, they will transfer the record back to the FSP Provider or Navigator with the transfer reason of “Additional information required for request.”

Note #3: ASOC will forward the SRTS confirmation email to the Navigator to confirm that inactive status has been authorized.

Note #4: If a request for inactive status is declined, ASOC will transfer the record back to the Navigator with the transfer reason “Request declined.” The Navigator will discuss linkage with FSP provider.